

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

LEGAL NOTICE

CSO Solicitation No. 2269

Request for Letters of Interest

Design-Build Procurement, Preliminary Engineering, Construction and Administrative Support Services

The Connecticut Department of Transportation (Department) is seeking to retain a Consultant Engineering Firm to provide Design-Build (D-B) Procurement, Preliminary Engineering, Construction and Administrative Support Services for the continued development and implementation of the Department's D-B Program. The selected firm shall have experience with preparation and administration of performance specifications and criteria related to D-B; experience with best practices and methodologies for D-B projects as both the owner's representative as well as part of a D-B contracting team. It is preferred the Consultant Engineer has experience performing D-B Services with multiple projects with other Departments of Transportation outside of Connecticut.

The services to be provided by the selected firm shall include, but not be limited to, assisting with: the development of Quality Assurance (QA) policies and procedures; preparing detailed performance specifications to use as standards from Department's method specifications; developing preliminary design documents related to Bridge and Highway Projects (including the preparation of NEPA/CEPA documentation, regulatory permit applications, property maps, public involvement and other support material); and support during the procurement phase, including preparation and review of solicitation documents and review of proposal documents. Services to be provided shall also include: coordination with the Department's Alternative Project Delivery Advisory Committee; refinement of the Department's evaluation process for selecting D-B Teams; assisting with the final design and construction phase to ensure compliance with the D-B Contract with developed performance specifications, QA policies and other Department pertinent standards; and coordination and review of project submittals, such as Requests for Information (RFIs) and Requests for Change (RFCs).

If your firm would like to be considered for this assignment, your submittal should consist of a letter of interest limited to one (1) page, a Department FORM CSO 255 (Rev. Jan 2016) and up to a maximum of five (5) resumes of the key personnel, which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager, who will be in charge of the work, as well as the assurance that he/she will be available for work when required (the CSO 255 form can be found online at www.ct.gov/dot/business/consultant/selection). At least one of the key personnel must be licensed as a Professional Engineer in the State of Connecticut. **Four copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on June 22, 2016.** Firms, who are shortlisted based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time and date for their final selection interview. A final selection is anticipated by September 16, 2016.

Your CSO 255 submittal should identify the following: your proposed current staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Experience, qualifications, and availability of proposed staff. Weighted scoring value = 15%;
- (2) Experience with Preparation and Administration of Performance Specifications. Weighted scoring value = 20%;
- (3) Experience with D-B best practices and methodologies, working as Owner's Representative, and working as part of D-B Contracting teams, in multiple States. Weighted scoring value = 20%;
- (4) Experience with Procurement Phase services, such as assisting department staff with preparation and review of solicitation documents and providing technical support to D-B Selection Panels. Weighted scoring value = 20%;
- (5) Bridge and Highway Preliminary Design experience, such as NEPA/CEPA Documentation, DEEP and Permit Applications, Property Maps, Public Involvement, and other support materials. Weighted scoring value = 10%;
- (6) Experience as an Owners Representatives, assisting department staff with D-B (design and construction) independent assurance and acceptance actions. Including review of, Project Submittals, Requests for Information and Requests for Change. Weighted scoring value = 10%;
- (7) Familiarity with Department Standards, Policies and Procedures along with similar experience related to other States. Weighted scoring value = 5%.

Responding firms must provide a copy of the Connecticut Professional Engineering License for at least one of their key personnel.

Please be advised that there is no Small Business Enterprise (SBE) set-aside or Disadvantaged Business Enterprise (DBE) goal assigned for this contract. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://www.das.ct.gov/cr1.aspx?page=371> to subscribe to BizNet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)."

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$100,000) or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded), and registration with the State Board of Accountancy. The selected firms will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the rights to add additional projects of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

All submittals must be addressed as follows:

Mr. David Mancini
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131

Hand delivered submittals must be brought to the front desk at the aforementioned address by 3 p.m. on June 22, 2016. Submittals hand-delivered or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters of interest shall be directed to the Consultant Selection Office at 860-594-3017.

Connecticut Department of Transportation
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